



Arlington Poet Laureate Committee

Poet Laureate Committee meeting

1 June 2015

Second floor conference room, Town Hall Annex

Present: Liza Halley (chair), John Burt (secretary), Jeff Boudreau, Jane Howard, Pamela Powell

1. Approval of minutes of May 11

Approved with one edit. (Change spelling to "Malloy")

2. Check in About Poet Laureate Application Status

We have one email application and one paper application, and two inquiries so far. The deadline is a week away. Jane will check at the Book Rack to see whether they need more application materials

3. Set Meetings for Application Review After June 8

Applications will be scanned to .pdf and send to the committee by Liza.

Next meeting on Tuesday, June 16 8am in Town Hall Annex Second Floor Conference Room.

We will judge the applications and choose a short list to interview. Once we have done the interviews we will prepare a report for the Board of Selectmen, then contact the successful candidate to see whether s/he is still available.

We have tentatively scheduled two interview meetings (we can cancel the second if the interviewees are all available at the first time). Meeting times will be:

Monday June 22 and Tuesday June 23 at 8 AM (all in the 2nd floor conference room)

4. Discuss What We Need to Have in Place for Application Review

(spreadsheet, letter of receipt, letter of rejection, etc.)

See action items below

5. Town Day Booth

If we want to do this we need to put in an application soon. Do we want a booth for the poet laureate committee? (We are skeptical about this) Whether we do this or not we need to get on the agenda for Town Day in some way and find a way to feature the Poet Laureate and have him or her appear. Perhaps as a featured speaker on the Town Hall stage or in the town garden, or one of the other venues.

6. Social Media Report

We have 30 people on the Poet Laureate facebook page. Jeff has been providing content. Invite all our facebook friends to look at it and "like" it. After the Laureate is appointed we will change it from the Facebook page of the committee to make it the Facebook page of the Laureate. Have the Poet Laureate on if s/he wishes, but let us continue to administer it (since the Poet Laureate will change over the years). Many local poets already have facebook pages of their own.

7. Blog

Should we create one that the Poet Laureate, when appointed, can use? We should offer it as an option to the poet laureate and help the poet laureate set it up. Jeff is learning Wordpress to help with this.

8. Discuss our future after our nominee has been submitted and approved

We decided to table this item until we have finished the nomination process.

Action Items

1. Make a spreadsheet for scoring applications.

name

address

contact info

quality of poetry

quality of plan

additional materials

resume

letters of recommendation

This will be a management tool, but we will have the applications themselves for reference.

2. Pamela will work on the acceptance and rejection letters.

3. Liza will handle inquiries about the status of applications and thank applicants and tell them that their applications have been received.

4. Halley will respond to Mr. DeFreitas about his inquiry and tell him his application has been received.

5. Liza will scan email out pdfs of the applications

6. Arrange for an appearance of the poet laureate or some kind of activity for town day.